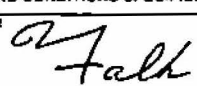
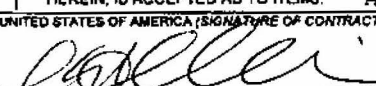


SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS				1. REQUIREMENT NUMBER PR-OARM-15-00374		PAGE OF 1 23	
2. CONTRACT NO. GS-07F-0056V				3. AWARD EFFECTIVE DATE		4. ORDER NUMBER EP-G15H-00935	
5. SOLICITATION NUMBER RFQ-PR-OARM-14-01026				6. SOLICITATION ISSUE DATE 02/12/2015			
7. FOR SOLICITATION INFORMATION CALL:		8. NAME Esther Kim		9. TELEPHONE NUMBER (No collect calls) 202-564-2957		10. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY HPD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS 541611 <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A) SIZE STANDARD \$14.0			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
14. DELIVER TO Diane Dixon 202-564-2154 Dixon.diane@Epa.gov ACOR: Jeff Campbell		15. ADMINISTERED BY HPD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		16. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		17. PAYMENT WILL BE MADE BY RTP FMC	
17a. CONTRACTOR/OFFEROR Booz Allen Hamilton Inc. Attn: HEATHER TEED 8283 GREENSBORO DRIVE MCLEAN VA 221023838		18a. PAYMENT WILL BE MADE BY RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711		19. TELEPHONE NO. (b)(4)		20. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	
21. QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA See schedule		26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$589,135.22		27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4 FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED		29. AWARD OF CONTRACT: REF 03HE-0021-00 OFFER DATED 02/19/2015 YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: ALL		30a. SIGNATURE OF OFFEROR/CONTRACTOR 		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 	
30b. NAME AND TITLE OF SIGNER (Type or print) Alan Falk Vice President		30c. DATE SIGNED 3/12/2015		31b. NAME OF CONTRACTING OFFICER (Type or print) Esther Kim		31c. DATE SIGNED 3/12/2015	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	<p>in excess of the funded ceiling of the order. In the event the funded ceiling is reached, work shall stop until additional funding can be added.</p> <p>Travel shall be billed and reimbursed in accordance with Federal Travel Regulation. Travel shall not exceed the ceiling amounts set forth on clauses and vendor's quote.</p> <p>TOCOR: Diane Dixon</p> <p>Period of Performance: 04/01/2015 to 09/30/2015</p> <p>Base Period: Labor, Travel and ODC 04/01/2015 - 09/30/2015</p> <p>Accounting Info: 14-15-B-51SB-ZZZGF2X03-2504-1551SEB010-001 BFY: 14 EFY: 15 Fund: B Budget Org: 51SB Program (PRC): ZZZGF2X03 Budget (BOC): 2504 DCN - Line ID: 1551SEB010-001</p> <p>Funding Flag: Partial Funded: \$230,755.88</p> <p>Accounting Info: 14-T-51SB-ZZZGF2X03-2504-1551SEB010-002 BFY: 14 Fund: T Budget Org: 51SB Program (PRC): ZZZGF2X03 Budget (BOC): 2504 Job #: HQ00BM00 DCN - Line ID: 1551SEB010-002</p> <p>Funding Flag: Partial Funded: \$34,000.00</p> <p>Accounting Info: Continued ...</p>				311,477.51

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (Print)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (Location)	
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

CONTINUATION SHEET

 REFERENCE NO. OF DOCUMENT: BEING CONTINUED
 GS-07F-0056V/EP-G15H-00935

PAGE 3 OF 23

NAME OF OFFEROR OR CONTRACTOR

Booz Allen Hamilton Inc.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	14-15-C-51SB-ZZZGF2X03-2504-1551SEB010-003 BFY: 14 EFY: 15 Fund: C Budget Org: 51SB Program (PRC): ZZZGF2X03 Budget (BOC): 2504 DCN - Line ID: 1551SEB010-003 Funding Flag: Partial Funded: \$46,721.63				.
0002	Option Period I: Labor, Travel and ODC 10/01/2015 - 10/31/2015 (Option Line Item)				45,742.31
0003	Option Period II: Labor, Travel and ODC 11/01/2015 - 11/30/2015 (Option Line Item)				46,733.47
0004	Option Period III: Labor, Travel and ODC 12/01/2015 - 12/31/2015 (Option Line Item)				47,118.75
0005	Option Period IV: Labor, Travel and ODC 01/01/2016 - 01/31/2016 (Option Line Item)				46,836.94
0006	Option Period V: Labor, Travel and ODC 02/01/2016 - 02/29/2016 (Option Line Item)				45,613.12
0007	Option Period VI: Labor, Travel and ODC 03/01/2016 - 03/31/2016 (Option Line Item)				45,613.12
	The obligated amount of award: \$311,477.51. The total for this award is shown in box 26.				.

CLAUSES

The following clauses will be incorporated into the issued contract, as well as all provisions and clauses in BOOZ ALLEN HAMILTON INC.'s GSA schedule 084 contract GS-07F-0056V.

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <https://www.acquisition.gov/FAR/>, or <http://www.gpoaccess.gov/ecfr/>.

COVENANT AGAINST CONTINGENT FEES (FAR 52.203-5) (APR 1984)

ANTI-KICKBACK PROCEDURES (FAR 52.203-7) (OCT 2010)

SYSTEM FOR AWARD MANAGEMENT (FAR 52.204-7) (JUL 2013)

LIMITATION OF GOVERNMENT LIABILITY (FAR 52.216-24) (APR 1984)

ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (FAR 52.223-18) (AUG 2011)

NONDISPLACEMENT OF QUALIFIED WORKERS (FAR 52.222-17) (JAN 2013)

COMBATING TRAFFICKING IN PERSONS (FAR 52.222-50) (FEB 2009)

ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (FAR 52.223-18) (AUG 2011)

LIMITATION OF FUNDS (FAR 52.232-22) (APR 1984)

UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS (FAR 52.232-39) (JUN 2013)

ORGANIZATIONAL CONFLICTS OF INTEREST (EPAAR 1552.209-71) (MAY 1994)

PROJECT EMPLOYEE CONFIDENTIALITY AGREEMENT (EPAAR 1552.227-76) (MAY 1994)

GOVERNMENT-CONTRACTOR RELATIONS (EPAAR 1552.237-76) (JUN 1999)

TECHNICAL DIRECTION (EPAAR 1552.237-71) (AUG 2009)

(a) *Definitions.*

Contracting officer's representative (COR), means an individual appointed by the contracting officer in accordance with Agency procedures to perform specific technical and administrative functions.

Task order, as used in this clause, means work assignment, delivery order, or any other document issued by the contracting officer to order work under a service contract.

(b) The contracting officer technical representative(s) may provide technical direction on contract or work request performance. Technical direction includes:

(1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general descriptions of work shifts emphasis among work areas or tasks; and

(2) Evaluation and acceptance of reports or other deliverables.

(c) Technical direction must be within the scope of work of the contract and any task order there under. The contracting officer technical representative(s) does not have the authority to issue technical direction which:

(1) Requires additional work outside the scope of the contract or task order;

(2) Constitutes a change as defined in the "Changes" clause;

(3) Causes an increase or decrease in the estimated cost of the contract or task order;

(4) Alters the period of performance of the contract or task order; or

(5) Changes any of the other terms or conditions of the contract or task order.

(d) Technical direction will be issued in writing or confirmed in writing within five (5) days after oral issuance. The contracting officer will be copied on any technical direction issued by the contracting officer technical representative.

(e) If, in the contractor's opinion, any instruction or direction by the contracting officer technical representative(s) falls within any of the categories defined in paragraph (c) of the clause, the contractor shall not proceed but shall notify the contracting officer in writing within 3 days after receiving it and shall request that the contracting officer take appropriate action as described in this paragraph. Upon receiving this notification, the contracting officer shall:

(1) Advise the contractor in writing as soon as practicable, but no later than 30 days after receipt of the contractor's notification, that the technical direction is within the scope of the contract effort and does not constitute a change under the "Changes" clause of the contract;

(2) Advise the contractor within a reasonable time that the government will issue a written modification to the contract; or

(3) Advise the contractor that the technical direction is outside the scope of the contract and is thereby rescinded.

(f) A failure of the contractor and contracting officer to agree as to whether the technical direction is within the scope of the contract, or a failure to agree upon the contract action to be taken with respect thereto, shall be subject to the provisions of the clause entitled "Disputes" in this contract.

(g) Any action(s) taken by the contractor, in response to any direction given by any person acting on behalf of the government or any government official other than the contracting officer or the contracting officer technical representative, shall be at the contractor's risk.

(End of Clause)

The responsibilities and limitations of the COR are as follows:

- (1) The COR is responsible for the technical aspects of the project and serves as technical liaison with the Contractor. The COR is also responsible for the final inspection and acceptance of all reports, approving invoices, and such other responsibilities as may be specified in the contract. The COR may designate alternate COR(s) to act for the COR by naming such alternate(s) in writing and transmitting a copy of such designation through the Contracting Officer to the Contractor.
- (2) The COR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes, which affect the contract price, terms or conditions. Any contractor request for changes shall be referred to the Contracting Officer directly or through the COR. No such changes shall be made without the expressed prior authorization of the Contracting Officer.

KEY PERSONNEL (1552.237-72) (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

Senior Contracts Administrator – (b)(4)

Senior Program Manager – (b)(4)

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

(End of Clause)

UNPAID FEDERAL TAX LIABILITY & FELONY CRIMINAL VIOLATION CERTIFICATION (EPA-H-09-107) (APR 2012)

(a) In order to meet the requirements of Sections 433 and 434 of Division E of the Consolidated Appropriations Act, 2012 (Pub.L. 112-74) and 2013 Continuing Appropriations Resolution (Pub.L. 112-175), the contractor shall provide the contracting officer a certification whereby the contractor certifies:

(i) It is not a corporation that has been convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal law within the preceding 24 months; and

(ii) It is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial

and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

(b) Failure of the contractor to furnish a certification or provide such additional information as requested by the Contracting Officer may render the contractor ineligible for FY2012 or FY2013 contract funding.

(c) The contractor has a continuing obligation to update the subject certification as required.

(End of Clause)

TEMPORARY CLOSURE OF EPA FACILITIES (EPA-H-42-103) (MAY 2013)

(a)(1) The Environmental Protection Agency observes the following days as federal holidays. The term "Federal holidays" as used in this clause shall mean only the following enumerated days and any other days hereafter declared National holidays by the President of the United States. Holidays falling on a Sunday will be observed on the following Monday. Holidays falling on a Saturday will be observed on the preceding Friday.

January 1 -	New Year's Day
January -	Third Monday - Martin Luther King Day
February -	Third Monday - Washington's Birthday
May -	Last Monday - Memorial Day
July 4 -	Independence Day
September -	First Monday - Labor Day
October -	Second Monday - Columbus Day
November 11 -	Veterans Day
November -	Fourth Thursday - Thanksgiving Day
December 25 -	Christmas Day

(2) Holiday observances of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract. If the Contractor's personnel work on a holiday, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, unless authorized pursuant to an overtime clause elsewhere in the contract.

(b)(1) EPA may close an EPA facility for all or a portion of a business day as a result of:

(i) Granting administrative leave to non-essential EPA employees (e.g., unanticipated holiday);

(ii) Inclement weather;

(iii) Failure of Congress to appropriate operational funds;

(iv) Any other day designated by Federal law, Executive Order or Presidential Proclamation; or

(v) Other reason as determined by the EPA (e.g., designated furlough day for federal workers).

(2) In such cases, Contractor personnel not determined by the Contracting Officer to be excepted (e.g., not performing mission-critical round-the-clock services/tasks) who are not already on duty at the facility shall not report to the facility. Such Contractor personnel already present shall be dismissed and shall leave the facility.

(3) The Contractor agrees to continue to provide sufficient personnel to perform round-the-clock requirements of mission-critical services/tasks already in operation or scheduled for performance during the period in which EPA employees are dismissed, and shall be guided by any specific instructions of the Contracting Officer or his/her duly authorized representative. In formulating instructions the Contracting Officer or authorized representative may consider recommendations from regional/local EPA facilities management/operations staff.

(c) When Contractor personnel services are not required or provided due to closure of an EPA facility as described in paragraph (b), the contract price will be adjusted as follows:

(1) For fixed-price contracts, deductions in the Contractor's price will be computed as appropriate for the particular firm fixed price contract in question, e.g.,

(i) The deduction rate in dollars per day will be equal to the per-month contract price divided by 21 days per month.

(In this example, the 21-days-per-month figure was calculated as follows:

365 calendar days/year – 10 Federal holidays – 104 Saturdays/Sundays = 251 days/12 months
= 20.92 days/month, rounded up to 21 days/month)

(ii) The deduction rate in dollars per day will be multiplied by the number of days services are not required or provided. If services are provided for portions of days, appropriate adjustment will be made by the Contracting Officer to ensure that the Contractor is compensated for services provided.

(2) For cost-reimbursement, time-and-materials and labor-hour type contracts, EPA shall not reimburse, as direct costs, salaries or wages of Contractor personnel for the period during which such personnel are dismissed from, or do not have access to, the facility.

(d) The Contractor shall place identical requirements, including this paragraph, in all subcontracts that require performance of work on-site unless otherwise instructed by the Contracting Officer.

(End of Clause)

OPTION TO EXTEND THE EFFECTIVE PERIOD OF THE CONTRACT—TIME AND MATERIALS OR LABOR HOUR CONTRACT (EPAAR 1552.217-75) (APR 1984)

(a) The Government has the option to extend the effective period of this contract for 6 additional period(s). If more than sixty (60) days remain in the contract effective period, the Government, without prior written notification, may exercise this option by issuing a contract modification. To unilaterally exercise this option within the last 60 days of the effective period, the Government must issue written notification of its intent to exercise the option prior to that last 60-day period. This preliminary notification does not commit the Government to exercising the option.

(b) If the option(s) are exercised, the "Ceiling Price" clause will be modified to reflect a new and separate ceiling price of \$__ for the first option period and a new and separate ceiling price of \$__ for the second option period, as listed below:

Base Period	\$306,355.40	Travel	(b)(4)	ODC	(b)(4)
Option Period I	\$44,601.90	Travel		ODC	
Option Period II	\$45,538.30	Travel		ODC	
Option Period III	\$45,538.30	Travel		ODC	
Option Period IV	\$45,538.30	Travel		ODC	
Option Period V	\$45,538.30	Travel		ODC	
Option Period VI	\$45,538.30	Travel		ODC	
Total Ceiling Price	\$589,135.22				

(c) The "Effective Period of the Contract" clause will be modified to cover a base period from ____ to ____ and option periods from ____ to ____ and ____ to ____, as listed below:

Base Period	04/01/2015 – 09/30/2015
Option Period I	10/01/2015 – 10/31/2015
Option Period II	11/01/2015 – 11/30/2015
Option Period III	12/01/2015 – 12/31/2015
Option Period IV	01/01/2016 – 01/31/2016
Option Period V	02/01/2016 – 02/29/2016
Option Period VI	03/01/2016 – 03/31/2016

(End of Clause)

CUSTOM CO ADDED TAX

The Federal Government is exempted from paying taxes. The tax exempt number is 52-085-2695.

CUSTOM CO ADDED INVOICES – RTP FINANCE

Invoices shall be prepared containing the following information: Purchase Order Number, description of commodities/services furnished, period of performance, taxpayer ID number and amount due.

Invoices shall be submitted to the address specified in block 18a of this order.

OR

Invoices shall be submitted via e-mail to RTPReceiving@epa.gov. Provide the .pdf file with the following naming convention and SUBJECT in email:

SI_PO#_inv#.pdf Example: SI_EP08X00005_5335.pdf

For status of Invoice Payments, call the Financial Office's Customer Service at (919) 541-0616.

Vendors interested in checking the status of payments should use the Department of Treasury's Payment Advice Internet Delivery (PAID) system. It is located on the following web site and requires registration:

<http://www.fms.treas.gov/index.html>

STATEMENT OF WORK

Statement of Work for the EPA Security Management Division

Period of Performance: ~~Base October 1, 2000 to September 30, 2010~~
~~Four One Year Options~~

1. Scope and Background The Security Management Division (SMD) was created as a result of the events of September 11, 2001. Since that time, the Division has expanded to comply with federal security requirements and encompasses all security principles to create a horizontal comprehensive security program. Organizationally it is located within EPA's Office of Administration and Resources Management (OARM), Office of Administrative Services (OAS). This contract directly supports the Continuity of Operations Program, and the Occupant Emergency Program of the Security Management Division (SMD) and Office of Administration and Resources Management (OARM). The goal is to have a risk-based comprehensive emergency management system of preparedness, protection, response, recovery, and mitigation.

The mission of SMD is to provide products, resources, and services necessary to protect and safeguard EPA employees and personnel, facilities, infrastructures, and other critical Agency assets. In addition to the Division Director's immediate office, SMD is comprised of three separate and distinct Branches: Physical, Personnel, and Headquarters Operational Security. This contract is designed to provide program support that crosscuts the core functions of the entire organization. The scope of this contract would support the below categories of information, but is not limited to:

- Continuity of Operations Program (COOP),
- Occupant Emergency Program (OEP) and Emergency Preparedness,
- Administrative and Technical Support,
- Strategic Planning and Implementation,
- Security Outreach and Communications
- Policy and Standard Operating Procedure Development

This multi-tasking effort requires professional and technical expertise in continuity of operations; physical and technical security disciplines; multi-level communication capabilities; emergency preparedness; and expertise in areas of access control and alarm systems intrusion detection systems, and closed circuit television systems.

In all contact with the public and Government officials, contractor personnel shall identify themselves as contractor employees working under contract to the EPA. Contractor identification badges/visitor badges shall be prominently displayed at all times and shall be clearly visible in all public settings. The contractor shall submit all analyses, options, recommendations, reports, and training materials required under this contract in draft for critical review by the Contracting Officer's Representative (COR). The Government will make all final regulatory, policy, and interpretive decision resulting from contractor-provided technical support under this contract and make the final decision on all contracting provided recommendations.

The contractor shall not publish or otherwise release, distribute, or disclose any work product generated under this contract without obtaining EPA's express written approval. When submitting materials or reports that contain recommendation, the contractor shall:

- Explain or rank policy or action alternatives;
- Describe procedures used to arrive at recommendations;
- Summarize the substance of deliberations;
- Report any dissenting views;
- List sources relied upon;
- Detail the methods and considerations upon which the recommendations are based.

The contractor shall not provide any legal services to EPA under this contract, absent express written advanced approval from EPA's Office of General Counsel.

2. Travel All costs associated with local travel within a fifty (50) mile radius of the Contractor's normal place of performance commuting area are not reimbursable. Frequent local travel between the Contractor's facilities and EPA HQ and the COOP Site is anticipated. The EPA COOP site is within a fifty mile radius of EPA Headquarters in Washington, DC. The OARM COOP Site is located in North Carolina and the contractor will be expected to travel there at least once annually and possible up to five times annually. Trips will normally not exceed 5 working days plus time to transit. The specific travel requirements will be identified in the individual TDLs as issued by the COR to the contract.

Costs associated with long distance travel will be made in accordance with the Federal Travel Regulation and the FAR Subpart 31.205-46. All long distance travel shall be pre-approved by the COTR. A written request sent to both the contracting officer (CO) and the COTR shall be submitted well in advance of any anticipated travel in order to allow sufficient time for notification and approval. The following information shall be provided in the request:

- a) Name of the individual(s) who will be traveling;
- b) Inclusive dates and location(s) of proposed travel;
- c) Purpose of trip and program being supported; and
- d) Cost breakdown.

3. Deliverables All deliverables under this contract will be delivered using Microsoft Office software and will be given in both hard and soft copies.

Requirements, deliverables, and due dates for deliverables will be specified in Technical Direction Letters (TDLs) issued to the contractor by the Contracting Officer's Representative (COR). The contractor shall not begin work on any of the tasks until a TDL is received.

Written deliverables will be specified in TDLs issued by the COR to the Contractor. The contractor shall provide a draft form of all written deliverables to the EPA COR. The Government will provide comments on these deliverables in writing. The contractor shall incorporate all comments, revise the deliverable, and submit final electronic and hard copies to

the COR. The EPA COR will be responsible for the consideration and dissemination of all EPA comments.

4. Monthly Reports The contractor shall provide monthly cost and performance reports to the COR on the 15th of every month. The report shall consist of a cost and performance portion. The cost portion of the report shall provide cost incurred during the month to include a cumulative total for TDL and an estimate of costs to be incurred during the following month. The performance portion of the report shall detail work performed during the month including a breakdown of work hours performed with each deliverable, and the work expected to be performed for the following month.

TASK 1: Continuity of Operations Program (COOP)

EPA's Office of Administration and Resources Management (OARM), through the efforts of SMD, continues to address emerging COOP planning requirements related to its emergency planning and preparedness efforts. Now that OARM has a viable COOP plan in place to support the agency during EPA COOP Plan activation, it is important that OARM maintain the COOP plan in a constant state of readiness. The Contractor shall evaluate existing OARM strategies and program management plans to suggest a clearly defined approach to maintaining COOP readiness at a high level to EPA. This multi-year strategy and program management plan shall outline OARM's approach for testing, maintaining, enhancing, and managing that capability over the next five years. The strategy shall identify resource and budget requirements that will enable OARM to achieve an effective COOP capability, and will provide a schedule to complete the required actions.

Task Description and Deliverables The OARM COOP Plan supports the overall EPA Nationwide COOP effort. The contractor shall maintain the existing COOP Program as well as respond to new and emerging Federal requirements. TDLs and deliverables include:

- Develop a Multi-Year Strategy and Program Management Plan based on Section XVIII of the DHS HQ COOP Guidance Document. (May 2010)
- Develop a comprehensive COOP Training program and ensure personnel with COOP roles and responsibilities undergo semi-annual training. This will include table top exercises.
- The OARM COOP Plan is exercised semi-annually or as required, however not to exceed 5 times per year. The contractor will plan, coordinate, and exercise each plan as specified in the appropriate TDL.
- Develop and conduct a COOP functional exercise at least annually but no more than 5 times per year for COOP essential employees within OARM.
- Test OARM's COOP emergency communications capabilities, vital records, and databases and, at least annually but not more than 5 times per year, include a deployment to EPA's emergency relocation site.
- Update COOP Roles and Responsibilities
- Develop COOP Program Plans and Procedures (September 2010)
- Develop a COOP Risk Management Plan (September 2010)
- Provide estimates for Budget and Acquisition Resources
- Update the plans for COOP essential positions and functions
- Update Delegations of Authority within OARM
- Provide Support for the OARM COOP Site
- Support EPA Continuity Communication Plans
- Maintain updated listings of OARM Vital Records

- Maintain updated lists of Human Capital
- Update OARM's Devolution of Operation Requirements to EPA COOP Program
- Evaluate OARM's Reconstitution Operation and update as directed by COR.
- Provide support and guidance in activities and initiatives associated with complying with Federal mandates focusing on health safety, life safety, environmental safety, and agency continuity and the continuity of Government.

Reference Documents The Contractor shall be knowledgeable of the following documents and adhere to them in the performance of the work performed under this task:

1. National Incident Management System, dtd December 2008 provides the management framework for emergency management/response personnel and is scalable for day-to-day or large scale incidents.
2. Federal Continuity Directive 1 (FCD 1), February 2008
3. Federal Continuity Directive 2 (FCD 2), February 2008
4. HSPD 8 of December 17, 2003 National Preparedness
5. NSPD 51/HSPD 20 National Security Presidential Directive 51, "National Continuity Policy", May 9, 2007
6. Federal Preparedness Circular 65, "Federal Executive Branch Continuity of Operations (COOP)", July 26, 1999
7. "Federal Response Plan" [FEMA 9230.1-PL], April 1999
8. 41 Code of Federal Regulations 101-2, "Occupant Emergency Program", revised as of July 1, 1998
9. 36 Code of Federal Regulations 1236, "Management of Vital Records", revised as of July 1, 1998
10. Presidential Decision Directive 63, "Critical Infrastructure Protection (CIP)", May 22, 1998
11. Presidential Decision Directive 62, "Protection Against Unconventional Threats to the Homeland and Americans Overseas", May 22, 1998
12. FPC 65 Federal Response Planning Guidance 01-94, "Continuity of Operations (COOP)", December 4, 1994

TASK II: Occupant Emergency Plan

The 10 EPA National Capital Region (NCR) buildings currently have a viable OEP Program which is ever evolving into a "Best Practice" for the Federal Government. It is EPA's goal to continue to improve the existing program and create an EPA Nationwide OEP Program. The contractor shall identify enhancements to the Occupant Emergency Program (OEP) and incorporate the Incident Management System into the existing program.

Task Description and Deliverables.

II.a. The contractor shall develop and recommend ways to more effectively sustain the existing OEP Program, as well as, incorporating the Incident Management System to the program. Recommendations shall take into consideration new and existing policies and procedures, including extensive education of the workforce through Web content, tutorials, emails, publications, drills, table top exercises, and various other ways. The contractor shall develop, update, and maintain EPA policy and procedures implementing the Occupant Emergency Program for the National Capital Region and expanding it to EPA Nationwide. This task includes the development/updates to the following:

- Update the Occupant Emergency Plans for 10 buildings in the NCR - Include building specific uniqueness and vulnerabilities. (September 2010)
- Employee Emergency Preparedness Guide or something similar (June 2011)
- Incorporate the Incident Management System into the existing OEPs (September 2010)
- Create Laminated Building Maps identifying specific requirements as given (June 2010)
- Update Emergency Notification Cards as necessary.
- Update or create new Employee Orientation Pamphlets as directed.
- Providing support with evacuation programs i.e. mass evacuation, leased facility evacuation, etc. (Continuous)
- Create program outreach documents as directed.

II. b. Education, training, and security awareness is critical to the OEP Program. The contractor shall develop, update, maintain, and deliver education, training, and awareness materials. The materials shall also be made available on the EPA intranet. The contractor will assist EPA with posting the items on the intranet. This task includes specifically:

- National Preparedness Month Fair Posters
- National Preparedness Month Activities and Handouts
- One Live Training Session for each of the 10 buildings in the National Capital Region for overall Security Awareness
- Provide at least one manuscript for producing an OEP Video that will be made available on the EPA Intranet.
- Assist in creating the OEP Video
- Coordinate and conduct at least one evacuation and shelter-in-place drill per year, per building.
- Develop training materials and briefings introducing the Incident Command System format into the OEPs.
- Provide facilitation services for meetings and exercises

II.c. The current OEP Program is designed for the National Capital Region. In an effort to support EPA Regional OEP Managers, we are planning an OEP Conference as a piggy back to an existing Federal Emergency Management Conference tentatively planned for 2011 or 2012. The contractor shall provide support for conference, including:

- Developing invitee lists
- Identifying a site to hold a one day Conference
- Coordinating the logistics for the event
- Creating a website for information, sign-ups, and post-conference notes
- Preparing name tags and conducting registration on-site
- Assisting with the conference agenda and coordinating the speaker schedule
- Assist in identifying giveaways and available informational material
- Provide support and guidance for the development and implementation of emergency response and crisis mitigation initiatives

II.d. In an effort to evaluate the effectiveness of the OEP Program, EPA is planning to conduct an on-line survey in 2011. The Contractor shall:

- Develop Survey Questions
- Coordinate with EPA internal agencies to develop and post the survey

- Gather the results and create a summary of the responses
- Develop an after action plan to improve the OEP Program

II.e.Where possible, the EPA OEP Program shall include state-of-the-art technology to assist in the overall safety and security of EPA building occupants. The contractor shall :

- Maintain an expert level knowledge base of technology developments
- Recommend technical solutions to assist in a higher efficiency of the overall program.
- Coordinate technical demonstrations

Reference Documents

The following documents provide authority for the OEP Program and the Incident Command System:

1. Federal Management Regulation, FMR 02-74 requires that all Federal departments and agencies comply with occupational safety and health standards established in the Occupational Safety and Health Act of 1970 and develop and implement OEPs.
2. Department of Justice, Vulnerability Assessment of Federal Facilities, dated June 95
3. Homeland Security Presidential Directive 5, Management of Domestic Incidents, dtd February 23, 2003, states all Federal Departments and agencies will use the National Incident Management System in their domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities.
4. National Incident Management System, dtd December 2008 provides the management framework for emergency management/response personnel and is scalable for day-to-day or large scale incidents.
5. 29 CFR 1910.38 and 29 CFR 1926.35 Emergency Action Plans are required in support of OSHA requirements for evacuating employees and considering their health and safety.
6. Interagency Security Committee, *Security Standards of Leased Space*, February 10, 2005 (including Addendums 1-4: Instructions for Leased Acquisitions, *Lease Security paragraphs*, *GSA Form 3626 Minimum Lease Security Standards*, and *Pre-lease Building Security Plan*).

The contractor will ensure that all Division documents for external release are well written, grammatically correct, and conform to the Associated Press (AP) stylebook, the official stylebook of the newspaper industry and adapted by EPA.

TASK III: SMD Support

The contractor shall also provide the Security Management Division with a support for drafting policy alternatives, standard operating procedures, and communication products (high-level/quick turnaround responses, customer correspondence, reports, documentation, online content, newsletters, presentations, training, workforce education, and more) using a variety of media and delivery methods.

The contractor shall be required to do the following tasks:

- Creating, updating, and managing standard customer service communication templates for all Personnel Security Branch (PSB) processes (nationwide); all Security Operations Branch (SOB) processes related to lock/key services and two badging offices (Headquarters); processes related to the nationwide EPASS smart card program;
- Updating, creating, and managing publication of content for all SMD intranet sites as needed, including for PSB, SOB, Physical and Infrastructure Security Branch (PISB), and EPASS, as well as for the EPASS QuickPlace site.
- Responding via email to EPA customers as needed: customers include all EPA management, federal workforce, and non-federal workforce. Deliverables include high-level, quick responses to upper management, answers to intranet queries, follow-up and heads-up emails to SMD's security partners.
- Drafting formal responses to FOIA requests, Congressional queries, inter-Agency communications as needed.
- Drafting, updating, and managing production of handbooks, guidance, policy and procedure documentation as needed for PSB, SOB, [PISBEPASS program].
- Creating outreach materials, including graphics, for all SMD branches and programs as needed. Materials may include handouts, signs, posters, broadcast emails, web postings, text messages, and more. The contractor shall advise SMD on effectively using a variety of media, formats, and delivery methods.
- Creating support material and presentations for all Branches and programs, as needed, for conferences and meetings.
- Creating content and graphics and managing production for 3-times yearly, online newsletter (nationwide). Create limited-audience news bulletins as needed.
- Creating content and graphics and managing production for workforce training and education modules, as needed, for all SMD branches. The contractor shall advise SMD on effectively using a variety of media, formats, and delivery methods for training. Subject matter may include crime prevention, emergency preparedness, personnel security processes.
- Supporting SOB on emergency notifications/communication. The contractor shall create content, as needed, and advise on effectively using a variety of media, formats, and delivery methods.